

Administrative - Internal Use Only

22 OCT 1981

Memorandum For: Deputy Director for Applications
Deputy Director for Processing
Chief, Special Projects Staff
Chief, Administrative Staff
Chief, Programs and Budget Group, MS

Subject : Draft ODP Instruction

From :
Chief, Management Staff

Attached is a draft ODP instruction that describes COTR responsibilities concerning lease, rental and maintenance procurement actions. Please provide comments and suggestions to by CCE 30 October.



Att: a/s

cc : DD/ODP

A/C/ED
ODP/MS/gyhmjl/ (22Oct1981)(ODPinstruc) green disk)

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